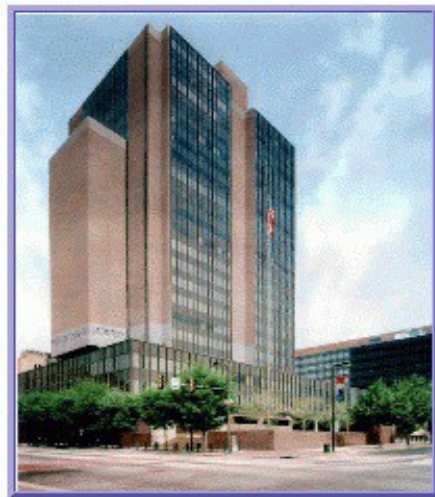


**U.S. DISTRICT COURT FOR THE  
EASTERN DISTRICT OF  
PENNSYLVANIA**



James A. Byrne U.S. Courthouse  
Philadelphia, Pennsylvania

**Electronic Case Filing System  
(ECF)**

**REQUESTING A CERTIFICATE  
OF GOOD STANDING**

# Requesting a Certificate of Good Standing in CM/ECF

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## Requesting a Certificate of Good Standing in CM/ECF

### Required Information

The following information is required when requesting a Certificate of Good Standing:

*Name of Attorney requesting the certificate*

*Bar ID Number*

*Date of admission*

### Filing fee

The \$20 filing fee for a Certificate of Good Standing will be tendered to the Clerk of Court during the process of requesting the certificate on CM/ECF. **Do not** abandon the request after the fee is paid or press the back arrow. You must continue through until you reach the Notice of Electronic filing screen.

### Submitting the Request for a Certificate of Good Standing

Log into CM/ECF and select **Civil** from the blue menu bar, then click **Other Documents** and choose the **Certificate of Good Standing** event, then click **Next**. See figures below.



#### Civil Events

##### Open a Case

[Open a Civil Case](#)

##### Initial Pleadings and Service

[Complaints and Other Initiating Documents](#)

[Service of Process](#)

[Answers to Complaints](#)

[Other Answers](#)

##### Motions and Related Filings

[Motions](#)

[Responses and Replies](#)

##### Other Filings

[ADR Documents](#)

[Discovery Documents](#)

[Notices](#)

[Trial Documents](#)

[Appeal Documents](#)

[Other Documents](#)

# Requesting a Certificate of Good Standing in CM/ECF



Civil Criminal Query Reports Utilities Search Help Log Out

## Other Documents

**Available Events** (click to select an event)

- Acceptance of Offer of Judgment
- Administrative Record
- Affidavit
- Affirmative Defenses
- Amended Document (NOT Motion or Complaint)
- Amended Petition for Writ of Habeas Corpus
- Appeal to Clerks Taxation of Costs
- Application for Admission Pro Hac Vice
- Application for Admission Pro Hac Vice (Credit Card Payment)
- Application/Petition
- Bill of Costs
- Certificate of Good Standing**
- Consent to Jurisdiction by US Magistrate Judge (Not Social Sec)
- Consent to Magistrate Judge Disposition on Motion
- Declaration

**Selected Event**

Certificate of Good Standing

**Next** Clear

Enter the case number **22-gs-1**.



Civil Criminal

## Other Documents

**Civil Case Number**

**Next** Clear

Upload the .pdf of your request.



Civil Criminal Query Reports Utilities Search Help Log Out

## Other Documents

2:22-gs-00001 In Re: Certificate of Good Standing

A description must be entered for each attachment added. You may select a category, but it is not required. **Select the PDF document and any attachments.**

### Main Document

**Choose File** Request.pdf

Attachments	Category	Description
1. <b>Choose File</b> No file chosen	<input type="text"/>	<input type="text"/>

**Next** Clear

## Requesting a Certificate of Good Standing in CM/ECF

Enter the attorney's information as seen in the figure below and click **Next**.

The screenshot shows the CM/ECF interface with the following fields and options:

- Navigation: Civil, Criminal, Query, Reports, Utilities
- Section: Other Documents
- Case: 2:22-gs-00001 In Re: Certificate of Good Standing
- Name as admitted into PA Bar: John Public
- PA Bar ID number: 12345
- Date of admission: 1/1/22
- Attorney e-mail address: lisa\_lamb@paed.uscourts.gov
- Fee: \$20
- Buttons: Next (circled in red), Clear

On the following screens CM/ECF will direct you to pay the certificate's \$20 fee.

The screenshot shows the payment confirmation screen with the following information:

- Navigation: Civil, Criminal, Query, Reports, Utilities, Search, Help, Log Out
- Section: Other Documents
- Case: 2:22-gs-00001 In Re: Certificate of Good Standing
- Note: After completing your payment, your request will be processed and you will receive an e-mail with your Certificate of Good Standing.
- Warning: WHEN SUBMITTING YOUR PAYMENT, PLEASE HIT "SUBMIT PAYMENT" ONLY ONCE AND WAIT FOR THE TRANSACTION TO COMPLETE. PRESSING THE BUTTON MORE THAN ONCE OR USING THE BACK BUTTON WILL RESULT IN MULTIPLE PAYMENTS.
- Buttons: Next (circled in red), Clear

**Note:** Accounts with a stored debit or credit card will see the screens below. Accounts that don't have a card stored on their PACER account will be prompted to enter a one-time payment, for this transaction only.

The screenshot shows the payment method selection screen with the following information:

- Account Number: 7008270
- Username: PAEDtrainAtty1
- Account Balance: \$0.00
- Case Search Status: Active
- Account Type: Upgraded PACER Account
- Section: Pay Filing Fee for Pennsylvania Eastern District Court(train)
- \* Required Information
- Payment Amount: \$20.00
- Select a Payment Method:  VISA,  Enter a credit card
- Card Details: John Public, XXXXXXXXXXXXX4747, 04/2022
- Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.
- Buttons: Next (circled in red), Cancel

## Requesting a Certificate of Good Standing in CM/ECF

Account Number 7006270  
Username PAEDtrainAtty1  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

**Pay Filing Fee for Pennsylvania Eastern District Court(train)**

Payment Summary	
<b>Payment Method</b> VISA XXXXXXXXXXXX4747 04/2022  John Public 123 Any Street Your Town, NY 10022 USA	<b>Payment Details</b> Payment Amount \$20.00 Fee Type Filing Fee

**Email Receipt**

Email   
Confirm Email   
Additional Email Addresses

**Authorization**

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

After your payment is processed you will be re-directed back to CM/ECF. See figure below. **Do not** abandon your request or click the back button after receiving this screen. Doing either will result in being charged twice.

**CM/ECF** Civil Criminal Query

**Other Documents**

[2:22-gs-00001 In Re: Certificate of Good Standing](#)

Below is that last screen you will see before submitting the request. Clicking **Next** submits the request.

## Requesting a Certificate of Good Standing in CM/ECF

The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, Help, and Log Out. Below this, the page title is 'Other Documents' and the case information is '2:22-gs-00001 In Re: Certificate of Good Standing'. A yellow highlighted box contains the docket text: 'Certificate of Good Standing requested by John Public Bar ID 12345 originally admitted 1/1/22 - contact information: lisa\_lamb@paed.uscourts.gov. (Public, John)'. Below this, a red warning message states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?'. The source document path is listed as 'C:\fakepath\Request.pdf pages: 1'. At the bottom, there are two buttons: 'Next' (circled in red) and 'Clear'.

The final screen is the Notice of Electronic Filing. Unlike every other event in CM/ECF, you **will not** be e-mailed the Notice of Electronic Filing.

The screenshot shows the 'Notice of Electronic Filing' screen in the CM/ECF system. The page title is 'Other Documents' and the case information is '2:22-gs-00001 In Re: Certificate of Good Standing'. The court name is 'United States District Court Eastern District of Pennsylvania'. The notice text reads: 'The following transaction was entered by Public, John on 2/1/2022 at 10:01 AM EST and filed on 2/1/2022'. Case details include: Case Name: In Re: Certificate of Good Standing, Case Number: 2:22-gs-00001, Filer: [redacted], and Document Number: 2. The docket text is: 'Certificate of Good Standing requested by John Public Bar ID 12345 originally admitted 1/1/22 - contact information: lisa\_lamb@paed.uscourts.gov. (Public, John)'. Below this, there are two sections: '2:22-gs-00001 Notice has been electronically mailed to:' and '2:22-gs-00001 Notice will not be electronically mailed to:'. The page concludes with 'The following document(s) are associated with this transaction:'.

After the Request is filed

The Clerk's Office will receive your request and you will be sent a separate e-mail that contains your Certificate of Good Standing.